

Northern Virginia (PDC 8) – Non-urbanized Area Coordinated Human Service Mobility Plan

Counties: Fairfax, Loudoun,
Prince William

June 2008

prepared for

Virginia Department of Rail and Public Transportation

prepared by

Cambridge Systematics, Inc.

and

KFH Group



**Northern Virginia (PDC 8)
Non-urbanized Area
Coordinated Human Service Mobility Plan
June 2008**

Table of Contents

I. Executive Summary	1
II. Introduction	3
III. Background.....	5
3.1 Coordinated Plan Elements.....	5
3.2 Program Descriptions.....	6
IV. Outreach Efforts.....	9
4.1 Invitations to Participate in Plan Development	9
4.2 Regional Workshops.....	10
V. Assessment of Available Transportation Services and Resources	12
VI. Assessment of Unmet Transportation Needs and Gaps.....	16
VII. Identified Strategies	19
VIII. Priorities for Implementation and Potential Projects.....	21
IX. Plan Adoption Process	32
X. Ongoing and Future Arrangements for Plan Updates.....	33
Appendix A – National Capital Region Transportation Planning Board Metropolitan Washington Council of Governments Coordinated Human Services Transportation Plan	34
Appendix B – Final FTA Guidance on Coordinated Planning Requirements	35
Appendix C – Mobility Management – Eligible Activities and Potential Projects	44
Appendix D – Potential Non-DOT Federal Program Guide	46

Appendix E – Workshop Attendees.....	47
Appendix F – VRTA FY2007 JARC Transportation Plan	48
Appendix G – Statement of Participation.....	49

List of Tables

Table 1. Program Information..... 8

List of Figures

Figure 1. Map of the National Capital Region 4

I. Executive Summary

This Coordinated Human Service Mobility (CHSM) Plan is prepared in response to the coordinated planning requirements of SAFETEA-LU (Safe, Accountable, Flexible, Efficient Transportation Equity Act – A Legacy for Users, P.L. 190-059), set forth in three sections of the Act: Section 5316-Job Access and Reverse Commute, Section 5317- New Freedom Program and Section 5310-Elderly Individuals and Individuals with Disabilities Program. The coordinated plan establishes the construct for a unified comprehensive strategy for transportation service delivery in the non-urbanized area of the Northern Virginia Regional Commission (PDC 8) that is focused on unmet transportation needs of seniors, persons with disabilities, and individuals of low income.

The CHSM Plan must contain the following four (4) required elements, as identified in the implementing Federal circulars:

1. An assessment of available services identifying current providers (public and private).

Information on available transportation services and resources is included in Section V.

2. An assessment of transportation needs for individuals with disabilities, older adults, and people with low incomes – this assessment can be based on the experiences and perceptions of the planning partners or on data collection efforts and gaps in service.

This assessment of transportation needs is contained in Section VI.

3. Strategies and/or activities and/or projects to address the identified gaps between current services and needs, as well as opportunities to improve efficiencies in service delivery.

The strategies identified during the coordinated planning process are located in Section VII.

4. Priorities for implementation based on resources (from multiple program sources), time, and feasibility for implementing specific strategies and/or activities identified.

The prioritized strategies and projects for implementation are included in Section VIII.

Approach to the CHSM Plan

Ultimately, the CHSM plan must:

- Serve as a comprehensive, unified plan that promotes community mobility for seniors, persons with disabilities and persons of low income;
- Establish priorities to incrementally improve mobility for the target populations; and
- Develop a process to identify partners interested, willing and able to promote community mobility for the target populations.

To achieve these goals, the planning process involved:

- Quantitative analyses to identify resources, needs and potential partners;
- Qualitative activities including a regional workshop with key stakeholders;
- Previous plans and studies.

In addition, this plan includes information on an ongoing structure for leading CHSM Plan updates and facilitating coordination activities in the non-urbanized area of PDC 8.

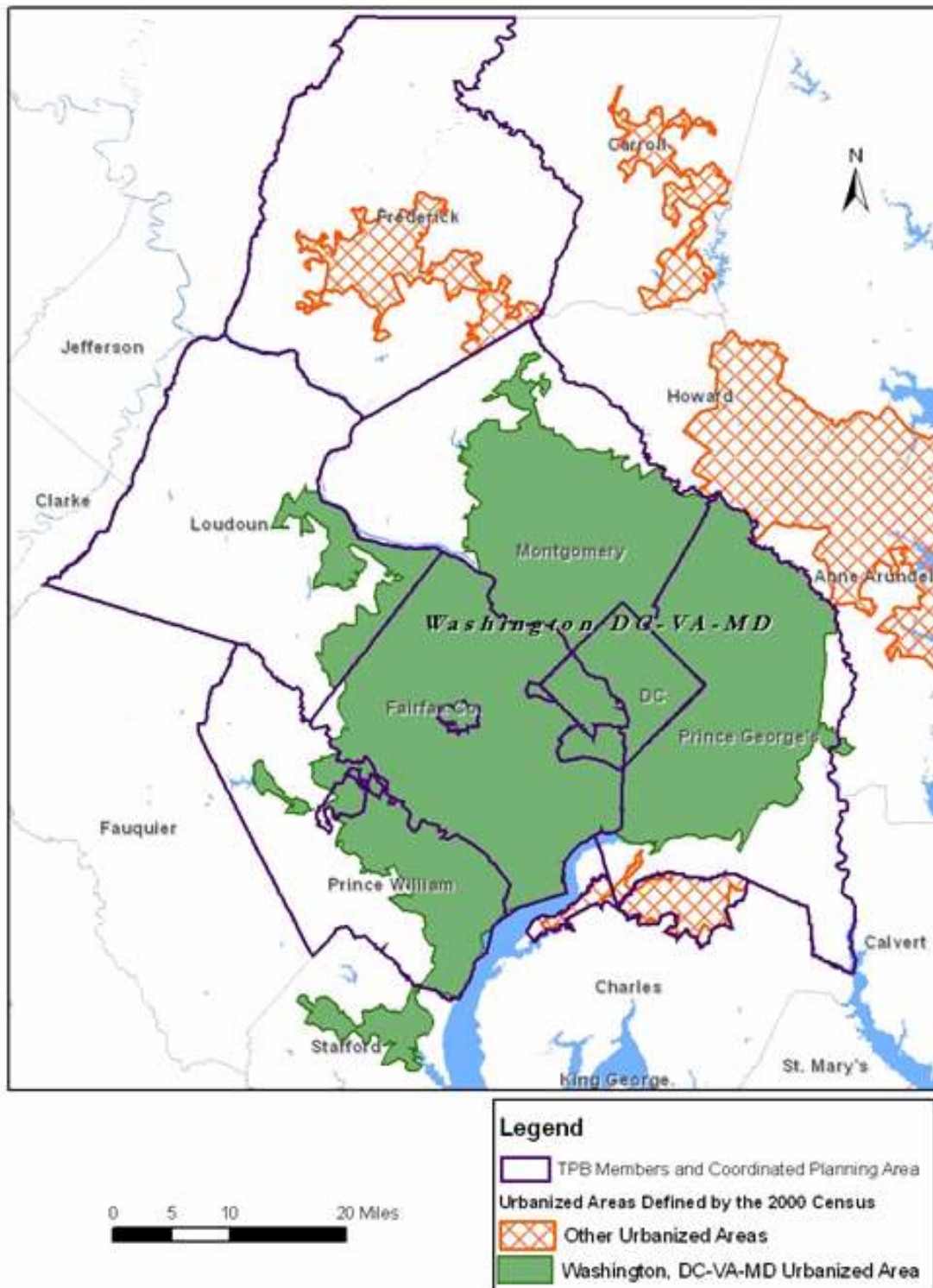
II. Introduction

The Federal legislation that provides funding for transit projects and services includes new coordinated planning requirements for the Federal Transit Administration's Section 5310 (Elderly Individuals and Individuals with Disabilities), Section 5316 (Job Access and Reverse Commute – JARC) and Section 5317 (New Freedom) Programs. To meet these new requirements, the Virginia Department of Rail and Public Transportation (DRPT) undertook the development of Coordinated Human Service Mobility (CHSM) Plans for rural and small urban areas of the Commonwealth. While these plans focus on the elements of the FTA coordinated planning requirements, as suggested by the title, these plans take a broad view of the mobility issues faced daily by older adults, people with disabilities and people with lower incomes in Virginia.

The CHSM Plans are organized geographically around 21 Planning District Commissions (PDCs) throughout the Commonwealth. The PDCs have been chartered by the local governments of each planning district under the Regional Cooperation Act to conduct planning activities on a regional scale.

This CHSM Plan is for the non-urbanized areas of the Northern Virginia Regional Commission (PDC 8) that includes portions of Fairfax, Loudoun, and Prince William Counties. For the urbanized portion of the PDC, the Metropolitan Washington Council of Governments' (MWCOG) Transportation Planning Board (TPB) developed the Coordinated Human Services Transportation Plan for the National Capital Region, where MWCOG is the designated recipient of JARC and New Freedom funds. The MWCOG plan is referenced appropriately throughout this CHSM Plan, and is included in Appendix A. A map from the MWCOG Plan that depicts the National Capital Region, including the non-urbanized portion of PDC 8 shown in white on the Virginia side of the region, is shown in Figure 1.

Figure 1. Map of the National Capital Region



III. Background

In August 2005, the President signed into law the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), legislation that provides funding for highway and transit programs. SAFETEA-LU includes new planning requirements for the FTA's Section 5310 (Elderly Individuals and Individuals with Disabilities), Section 5316 (Job Access and Reverse Commute – JARC) and Section 5317 (New Freedom) Programs, requiring that projects funded through these programs “must be derived from a locally developed, coordinated public transit- human services transportation plan”.

In March 2006, FTA issued proposed circulars with interim guidance for Federal FY 2007 funding through the Section 5310, JARC and New Freedom Programs, including the coordinated planning requirements. Circulars with final guidance were issued on March 29, 2007, with an effective date of May 1, 2007. The final guidance noted that all grant funds obligated in Federal FY 2008 and beyond must be in full compliance with the requirements of these circulars and the coordinated plan requirement.¹ As the designated lead agency and recipient of Federal transit funds in Virginia—including the Section 5310, JARC and New Freedom Funds—DRPT led the development of CHSM Plans for rural and small urban areas to meet these new Federal requirements.

3.1 Coordinated Plan Elements

FTA guidance defines a coordinated public transit-human service transportation plan as one that identifies the transportation needs of individuals with disabilities, older adults, and people with low incomes; provides strategies for meeting those local needs; and prioritizes transportation services for funding and implementation. In total, there are four required plan elements:

- An assessment of available services that identifies current providers (public, private, and non-profit);

¹ The final guidance from FTA on the coordinated planning requirements for the Section 5310, JARC, and New Freedom Programs can be found in Appendix B.

- An assessment of transportation needs for individuals with disabilities, older adults, and people with low incomes;
- Strategies, activities, and/or projects to address the identified gaps and achieve efficiencies in service delivery;
- Relative priorities for implementation based on resources, time, and feasibility for implementing specific strategies/activities identified.

3.2 Program Descriptions

Section 5310 (Elderly Individuals and Individuals with Disabilities)

The Federal grant funds awarded under the Section 5310 program provide financial assistance for purchasing capital equipment to be used to transport the elderly and persons with disabilities. Private non-profit corporations are eligible to receive these grant funds. The Section 5310 grant provides 80% of the cost of the equipment purchased, with the remaining 20% provided by the applicant organization. The 20% must be provided in cash by the applicant organization, and some non-transportation Federal sources may be used as matching funds.

Federal Section 5310 funds are apportioned annually by a formula that is based on the number of elderly persons and persons with disabilities in each State. DRPT is the designated recipient for Section 5310 funds in Virginia.

Section 5316 (Job Access and Reverse Commute—JARC)

The Job Access and Reverse Commute (JARC) Program provides funding for developing new or expanded transportation services that connect welfare recipients and other low income persons to jobs and other employment related services. DRPT is the designated recipient for JARC funds in areas of the Commonwealth with populations under 200,000 persons, including the non-urbanized area of PDC 8. Projects through the JARC Program are eligible for both capital (80/20 match) and operating (50/50 match).

From its inception in Federal FY 1999, the JARC program funds were allocated to States through a discretionary process. The SAFETEA-LU legislation changed the allocation mechanism to a formula based on the

number of low-income individuals in each State. The legislation also specifies that, through this formula mechanism, 20% of JARC funds allocated to Virginia must go to areas with populations under 200,000.

Mobility management projects are eligible for funding through the JARC Program, and are considered an eligible capital cost. Therefore, the Federal share of eligible project costs is 80% (as opposed to 50% for operating projects). Additional information on possible mobility management projects is included in Appendix C.

Section 5317 (New Freedom Program)

The New Freedom Program provides funding for capital and operating expenses designed to assist individuals with disabilities with accessing transportation services, including transportation to and from jobs and employment support services. Projects funded through the New Freedom Program must be both new and go beyond the requirements of the Americans with Disabilities Act (ADA) of 1990.

New service has been identified by FTA as any service or activity not operational prior to August 10, 2005 and one without an identified funding source as of August 10, 2005, as evidenced by inclusion in the Transportation Improvement Plan (TIP) or the State Transportation Improvement Plan (STIP).

Similar to the JARC Program, DRPT is the designated recipient for New Freedom funds in areas of the State with populations under 200,000 persons, including the non-urbanized area of PDC 8. Also similar to JARC, a total of 20% of New Freedom funds are allocated to these areas. Projects are eligible for both capital (80/20 match) and operating (50/50 match). Also, like JARC, mobility management projects are eligible for funding and are considered an eligible capital expense.

An overview of these FTA Programs is included in Table 1.

Table 1. Program Information

FTA Program	Match Ratios
S. 5310 – Elderly and Disabled	<u>Capital Only:</u> 80% Federal 20% Local
S. 5316 – JARC	<u>Capital:</u> 80% Federal 20% Local <u>Operating:</u> 50% Federal 50% Local
S. 5317 – New Freedom	<u>Capital:</u> 80% Federal 20% Local <u>Operating:</u> 50% Federal 50% Local

Matching Funds for Section 5310, JARC, and New Freedom Programs

FTA guidance notes that matching share requirements are flexible to encourage coordination with other Federal programs. The required local match may be derived from other non-Department of Transportation Federal programs. Examples of these programs that are potential sources of local match include employment training, aging, community services, vocational rehabilitation services, and Temporary Assistance for Needy Families (TANF).

More information on these programs is available in Appendix D, and on the United We Ride Website at <http://www.unitedweride.gov>. United We Ride is the Federal initiative to improve the coordination of human services transportation.

IV. Outreach Efforts

FTA guidance notes that States and communities may approach the development of a coordinated plan in different ways. Potential approaches suggested by FTA include community planning sessions, focus groups, and surveys. For the non-urbanized area of PDC 8, DRPT facilitated a workshop with key stakeholders to discuss unmet transportation needs and potential strategies and projects to improve mobility in the non-urbanized area of the region.

4.1 Invitations to Participate in Plan Development

The development of the invitation list for all potential regional workshop attendees capitalized on the established State Interagency Transportation Council that includes the Departments of/for Rail and Public Transportation; Rehabilitative Services; Aging; Blind and Vision Impaired; Medical Assistance Services; Mental Health, Mental Retardation and Substance Abuse Services; Social Services; Health; Office of Community Integration (Olmstead Initiative) and the Virginia Board for People with Disabilities. Representatives of each agency were asked to attend at least one of the regional CHSM planning workshops, and to inform and invite other interested staff from their agency or agencies with whom they contract or work with. In addition, special contacts by DRPT were made with each PDC Executive Director regarding the need for PDC participation, leadership and involvement in the regional CHSM workshops. A presentation was also made during a conference of PDC staff to obtain input on the CHSM workshops and encourage involvement by the PDCs.

Key stakeholders throughout the Commonwealth also received digital invitations from Matthew Tucker, Director of DRPT. The invitation was forwarded to the Executive Director of all primary agencies responsible for providing or arranging human service transportation, and any entity that has previously participated in the Section 5310 Program.

Overall, eight broad categories of agencies received invitations:

Community Services Boards (CSBs) and Behavioral Health Authorities (BHAs). These boards provide or arrange for mental health, mental retardation and substance abuse services within each locality. (40 total)

Employment Support Organizations (ESOs). These organizations provide employment services for persons with disabilities within localities around the State. (48 total)

Area Agencies on Aging (AAAs). These organizations offer a variety of community-based and in-home services to older adults, including senior centers, congregate meals, adult day care services, home health services, and Meals-on-Wheels. (22 total)

Public Transit Providers. These include publicly or privately-owned operators that provide transportation services to the general public on a regular and continuing basis. They have clearly published routes and schedules, and have vehicles marked in a manner that denotes availability for public transportation service. (50 total)

Disability Services Boards. These boards provide information and resources referrals to local governments regarding the Americans with Disabilities Act (ADA), and develop and make available an assessment of local needs and priorities of people with physical and sensory disabilities. (41 total)

Centers for Independent Living (CILs). These organizations serve as educational/resource centers for persons with disabilities. (16 total)

Brain Injury Programs that serve as clubhouses and day programs for persons with brain injuries. (12 total)

Other appropriate associations and organizations, including Alzheimer's Chapters, AARP, and the VA Association of Community Services Boards (VACSB).

4.2 Regional Workshops

As part of the CHSM planning process, DRPT conducted an initial round of regional workshops throughout Virginia. Representatives from the PDC 8 non-urbanized area participated in a Purcellville workshop on October 23, 2007. This workshop included an overview of the new Federal requirements and Virginia's approach, information on the Section 5310, JARC, and New Freedom Programs, and a presentation of the MWCOG Plan.

The workshop also included the opportunity to gain input from participants on unmet transportation needs and gaps. The majority of

time in the workshop was dedicated to obtaining input on potential strategies and projects to meet local transportation needs and the priorities for implementation. Participants provided comments on the proposed strategies, and approved the ones included in Section VII.

A second workshop for PDC 8 was held in Purcellville, VA on May 21, 2008. This workshop included a review of the April 2008 CHSM Plan and final agreement on the components of this June 2008 version. The coordinated planning participants also provided a more formal endorsement of the CHSM Plan that is detailed in Section IX. The workshop also featured an announcement from DRPT regarding the next application cycle.

A full listing of workshop participants is included in Appendix E.

V. Assessment of Available Transportation Services and Resources

The MWCOG Plan identified major providers of transportation services in the Washington, D.C. region for persons with disabilities, those with limited incomes, and older adults. These services are detailed in Appendix Five of the MWCOG Plan.

From the inventory and other sources, the following transportation providers offer services in the non-urbanized areas of PDC 8:

Public Transit

- The Virginia Regional Transit Association (VRTA) is a not-for-profit organization based out of Purcellville, Virginia. VRTA serves 15 jurisdictions, including Loudoun County in PDC 8. VRTA provides a variety of services including "direct passenger service, transit system management, and contracted transit related services for public and private organizations" (VRTA Website).

Within Loudoun County, VRTA provides several services, most of which operate from Monday to Friday from 7AM to 7PM. These services include fixed routes in Purcellville, Leesburg, Ashburn, Dulles, and Sterling, as well as demand-response services in Sterling and Western Loudoun.

More detailed information on VRTA's routes, schedules, and fares for services in the non-urbanized area of PDC 8 is available on their website: http://www.vatransit.org/info_loudoun.htm

Human Service Transportation

Fairfax County:

- Fairfax County Taxi Subsidy - Seniors-on-the-Go!
- FASTRAN
- Fairfax/Falls Church Community Services Board

Loudoun County:

- Every Citizen Has Opportunities (ECHO)
- Loudoun Area Agency on Aging
- American Red Cross - Loudoun Chapter
- Loudoun County Family Services

Prince William County:

- Ark of Greater Prince William
- Helping Hands

Private Transportation

Taxi and Bus Service Providers in West Fairfax County:

- A Washington Dulles Taxi, Chantilly, VA
- A-1 Luxury Limousine Service, Fairfax, VA
- DC Airport Sedan Services, Reston, VA
- Dulles City Flyer Inc., Herndon, VA
- Dulles City Taxi, Herndon, VA
- Dulles Flyer Transportation Taxi & Sedan, Herndon, VA
- Dulles Imperial Taxi, Herndon, VA
- Dulles Taxi Sedan Co., Centreville, VA
- L W Transportation, Chantilly, VA
- Limo and More, Herndon, VA
- Loudoun Taxi, Chantilly, VA
- Montano's Transportation, Inc., Herndon, VA
- My Taxi, Herndon, VA
- Reston Coach Transportation, Herndon, VA
- Takeout Taxi, Herndon, VA
- Trailways Transportation System, Fairfax, VA
- Washington Dulles Taxi, Herndon, VA

Taxi and Bus Service Providers in Loudoun County:

- A Washington Dulles Taxi, Sterling, VA
- Access Dulles Taxi, Sterling, VA
- Airport Sedan & Limo Service, Sterling, VA
- Airport Taxi Corp. Inc., Sterling, VA
- Alamoot Taxi, Sterling, VA
- Ambassador Limousine, Sterling, VA
- BBC Express, Sterling, VA
- Cavalier Cab Company, Leesburg, VA
- Choice Limousine & Sedan Services, Sterling, VA
- Corporate Transportation Services (CTS), Ashburn, VA
- Dulles Action Taxi, Sterling, VA
- Dulles Airport Transportation, Inc., Sterling, VA
- Dulles City Cab & Sedan Services, Sterling, VA
- Dulles Coach, Sterling, VA
- Dulles Flyer Transportation, Herndon and Lovettsville, VA
- Dulles Taxi Sedan Co., Leesburg and Sterling, VA

- Evolutionary Bus Solutions, Leesburg, VA
- Global Express Taxi, Sterling, VA
- Haymarket Transportation, Sterling, VA
- Ivan's Executive Sedan, Sterling, VA
- Kegbus, Sterling, VA
- Loudoun Yellow Cab
- Loudoun Taxi, Leesburg, VA
- Loudoun Taxi & Sedan, Sterling, VA
- Regal Sedan & Limousine Services, Sterling, VA
- Reston Coach Transportation, Sterling, VA
- Rita Sedan & Taxi Services, Ashburn, VA
- Royal Coach Taxi & Sedan Services, Ashburn, VA
- Sterling Cab, Sterling, VA
- Sterling Yellow Cab & Sedan, Sterling, VA
- Takeout Taxi, Sterling, VA
- Top Executive Sedan Services, Sterling, VA
- Transportes Izabel City Lines, Leesburg, VA
- United Cab, Leesburg, VA
- Universal Cab Inc., Leesburg, VA
- Virginia Coach Co., Purcellville, VA
- Washington Dulles Cab LLC, Ashburn, VA
- Washington Flyer Taxi, Dulles, VA
- Yellow Cab Taxi & Sedan Services, Purcellville, VA

Taxi and Bus Service Providers in Prince William County:

- Atlas Limousine & Sedan Service Inc., Woodbridge, VA
- Dale City Taxi, Woodbridge, VA
- Greyhound Lines, intercity bus services that stops in Woodbridge, VA
- Hallie International Bus Services, Woodbridge, VA
- Jett Travels Bus Charters, Woodbridge, VA
- Manassas Cab Co., Woodbridge, VA
- New World Tours Inc., Bristow, VA
- Northern Virginia Airport Shuttle, Woodbridge, VA
- Scenic America Inc., Bristow, VA
- Yellow Cab Taxi & Sedan Service, Woodbridge, VA

Current JARC Funded Services

In the non-urbanized area of PDC8, currently VRTA provides a job access service along the Route 7 corridor. More information is available in the VTRA FY2007 JARC Transportation Plan included in Appendix F.

Current Section 5310 Recipients

The following non-profit agencies received Section 5310 grants in FFY07:

- ECHO, Inc –

ECHO provides transportation in support of their vocational training, employment support, and community integration services for adults with disabilities. ECHO currently serves over 129 persons per day in Loudoun and Western Fairfax Counties on 15 different worksites using a fleet of 21 vehicles (10 accessible). Transportation services are primarily Monday-Friday door to door services.

- ARC of Greater Prince William –

ARC provides services for over 1,500 persons with developmental disabilities, including developmental child care centers, residential services, adult day support program, vocational programs, respite care, recreation and family support. The agency currently has a fleet of 26 vehicles, with transportation provided each weekday to and from the adult day program, three mobile work crews, a vocational enclave, employment sites, numerous recreation events, medical appointments, grocery shopping, etc. During the weekends, ARC provides transportation services for agency sponsored recreation events and/or community integration activities by the residential programs.

VI. Assessment of Unmet Transportation Needs and Gaps

The MWCOG Plan identified the most significant unmet transportation needs or service gaps faced by transportation-disadvantaged individuals in the Washington, D.C area that includes Northern Virginia. As in the MWCOG Plan, these unmet needs were developed through input with key stakeholders and substantiated by the previous TPB reports and studies.

The needs were grouped into four categories along with examples of service issues:

Need for a Customer Focus:

- Transportation services are not tailored to responding to individual needs.
- A greater awareness is needed about how various types of disabilities – cognitive, physical and visual – impact people's ability to travel, especially by transit providers.
- Need for improved pedestrian access, including safe sidewalks, crosswalks, signals and other measures that address pedestrian friendly street design, especially within a half mile of bus and rail stations.
- Need for additional driver training.

Lack of Reliability:

- Reliability of paratransit services is a major concern.
- Bus and rail transit is not always accessible.
- Need for back-up service.

Need for Better Information:

- Information on existing specialized services and user-friendly fixed-route information is lacking (this includes but is not limited to non-native English speakers).

Lack of Additional Funding and Transportation Choices:

- Need for expanded evening, weekend service, door-to-door and door-through-door service.
- Need for same-day service, especially for urgent appointments.
- Infrequent transit service for non-traditional work hours.
- Getting workers to employment locations not well-served by specialized transit.
- Limited eligibility for specialized transit, such as people who experience temporary disabilities.
- Affordability for users is a concern.
- Lack of funding for transportation.

Unmet Needs Specific to Non-Urbanized area of PDC 8

At the Purcellville meeting, participants discussed these previously identified unmet transportation needs, and opted to include all in this CHSM Plan for the non-urbanized areas of PDC 8.

Additionally, participants identified the following unmet transportation needs in the non-urbanized areas of the region:

- Need for addition of escorts and aids on fixed-routes to provide greater assistance and allow citizens to better use the existing service as well as to help speed the service (e.g., aid could operate lift, driver remains with onboard passengers).
- Consideration of long-distance medical trips to facilities that provide a sliding scale payment (e.g., UVA).
- Need for safe, quality vehicles in non-Medicaid-funded transportation services.
- Need for addition of services on evenings and weekends (predominantly fixed routes) as well as same-day service not requiring 24 hour prior notice.

- Need for better coordination with other agencies and services often made difficult/prohibitive related to insurance and liability issues.
- Need for "Travel Training" to help people learn how to ride the service(s).
- Need for better coordination between counties and when crossing county lines (potential taxi cab reciprocity) possibly looking toward "lessons learned" in rural areas which often provide the best examples.
- Need for agency/organization computer and program upgrades for scheduling and routing (e.g., Red Cross hardware, software, staff).

VII. Identified Strategies

The MWCOG Plan included the following strategies for improved service and coordination:

- Tailor transportation services to better respond to the individual needs of low-income workers, people with disabilities and older adults. This strategy emphasizes increased awareness about how various types of disability – cognitive, physical and visual – impact people’s ability to travel, especially among transit providers.
- Provide improved, user-friendly information to customers and social service and non-profit agencies about the types of transportation programs available to low-income workers, people with disabilities and older adults.
- Develop services that increase the reliability and augment existing paratransit and fixed-route service, ensuring a back-up system for people who rely heavily on transportation. The strategy emphasizes the need to offer alternate services available for older adults, people with disabilities, and low-income workers who may experience lack of available service or reliability with their everyday transportation service.
- Develop and implement new programs to provide additional transportation choices for persons with disabilities, individuals with limited incomes and older adults. Additional funding should also be identified and secured to support these programs.

The MWCOG Plan also recommended the following priority actions:

- Accessible Taxi Service Subsidy Pilot
- Sensitivity and Customer Service Training
- Door-Through-Door
- Service Brochure for Low-Income Workers
- Expanded Guaranteed Ride Home Program for Low-Income Workers
- Establish a Same-Day Service Pilot
- Accessible Infrastructure Support for Transit Stations
- Loan Program for Low-income Workers to Purchase Cars
- Shuttle Service or Van Pools to Employment Sites
- Provide a range of travel training to older adults and persons with disabilities.

Specific Strategies for the Non-urbanized Area of PDC8

In addition to these strategies and actions, during the Purcellville meeting representatives from the non-urbanized area of PDC 8 discussed strategies to meet the transportation needs for their portion of the region, and identified the following ten specific strategies. These “strategies” differ from specific projects in that they may not be fully defined – projects would require an agency sponsor, specific expenditures, etc.

1. Continue to support capital needs of coordinated human service/public transportation providers.
2. Provide flexible transportation options and more specialized transportation services or one-to-one services through expanded use of volunteers.
3. Build coordination among existing public transportation and human service transportation providers.
4. Expand outreach and information on available transportation options in the region, including establishment of a centralized point of access.
5. Expand availability of demand-response service and specialized transportation services to provide additional trips for older adults, people with disabilities, and people with lower incomes.
6. Expand access to taxi and other private transportation operators.
7. Implement new public transportation services or operate existing public transit services on a more frequent basis.
8. Establish or expand programs that train customers, human service agency staff, medical facility personnel, and others in the use and availability of transportation services.
9. Bring new funding partners to public transit/human service transportation.
10. Provide targeted shuttle services to access employment opportunities.

VIII. Priorities for Implementation and Potential Projects

Identification of priorities for implementation was based on feasibility for implementing the specific strategies. All of the strategies discussed during the Purcellville workshop that are eligible for funding from Section 5310, 5316, or 5317 programs are considered priorities. Based on this process, ten specific strategies to meet these needs in the non-urbanized area of PDC 8 were identified (as noted in Section VII) as the priorities and included in the region's CHSM Plan.

These strategies are detailed in this section to include possible projects that correspond to each strategy, and potential funding sources through the three programs that require this coordinated plan.

While possible projects that could be implemented to fulfill these strategies are included, please note that this list is not comprehensive and other projects that meet the strategy would also be considered.

Strategy: Continue to Support Capital Needs of Coordinated Human Service/Public Transportation Providers

To implement strategies to expand mobility options for older adults, people with disabilities, and people with lower incomes in the region, maintaining and building upon the current capital infrastructure is crucial to the community transportation network. Appropriate vehicle replacement, vehicle rehabilitation, vehicle equipment improvements, and acquisition of new vehicles will help ensure the region can maintain and build upon its current public transit and human service transportation. Emphasis should be on supporting transportation providers that are coordinating services to the maximum extent possible to ensure the most efficient use of resources in the region.

Potential Funding Sources:

- Section 5310
- New Freedom
- JARC

Possible Projects:

- Capital expenses to support the provision of transportation services to meet the special needs of older adults, people with disabilities, and people with lower incomes.
- Capital needs to support new mobility management and coordination programs among public transportation providers and human service agencies providing transportation.

Strategy: Provide flexible transportation options and more specialized or one-to-one services, including use of volunteers.

A variety of transportation services are needed to meet the mobility needs of older adults, people with disabilities, and people with lower incomes in the region. Customers may need more specialized services beyond those typically provided through general public transit services, and the rural nature of the region is often not conducive for shared ride services. Therefore, the use of volunteers may offer transportation options that are difficult to provide through public transit and human service agency transportation. Volunteers can also provide a more personal and one-to-one transportation service for customers who may require additional assistance.

Potential Funding Sources:

- New Freedom

Possible Projects:

- Implement new or expanded volunteer driver program to meet specific geographic, trip purpose, or timeframe needs.

Strategy: Build coordination among existing public transportation and human service transportation providers.

Participants at the Purcellville meeting acknowledged that there are opportunities to improve coordination of services and improve connections between providers to expand access both within and outside the region. A mobility management strategy can be employed that provides the support and resources to explore these possibilities and put into action the necessary follow-up activities.

Potential Funding Sources:

- New Freedom
- JARC
- Section 5310
- Section 5311/ Section 5311 (f)

Possible Projects:

- Implement mobility management program -- to facilitate cooperation between transportation providers, arrange trips for customers as needed, conduct marketing efforts, exploring technologies that simplify access to information on services, etc.
- Implement voucher program through which human service agencies are reimbursed for trips provided for another agency based on pre-determined rates or contractual arrangements.

Strategy: Expand outreach and information on available transportation options in the region, including establishment of a centralized point of access.

A greater emphasis can be placed not just on the coordination of actual services, but also on outreach and information sharing to ensure people with limited mobility are aware of the transportation services available to them. Possibilities include a more formal organizational structure for coordination, such as a mobility manager whose activities could include the promotion of available transportation services.

Potential Funding Sources:

- New Freedom
- JARC

Possible Projects:

- Mobility manager to facilitate access to transportation services and serve as information clearing-house on available public transit and human services transportation in region.
- Implement new or expand outreach programs that provide customers and human service agency staff with training and assistance in use of current transportation services.
- Implement mentor/advocate program to connect current riders with potential customers for training in use of services.
- Implement marketing campaign targeting specific audiences and routes.

Strategy: Expand availability of demand-response service and specialized transportation services to provide additional trips for older adults, people with disabilities, and people with lower incomes.

The expansion of current demand-response and specialized transportation services operated in the region is a logical strategy for improving mobility for older adults, people with disabilities, and people with lower incomes. This strategy would meet multiple unmet needs and issues while taking advantage of existing organizational structures. Operating costs -- driver salaries, fuel, vehicle maintenance, etc. -- would be the primary expense for expanding services, though additional vehicles may be necessary for providing same-day transportation services or serving larger geographic areas.

Potential Funding Sources:

- New Freedom
- JARC
- Section 5310
- Section 5311/ Section 5311 (f)

Possible Projects:

- Expand current demand-response system to serve additional trips.
- Expand hours and days of current demand response system to meet additional service needs.
- Create same day service under current demand-response system.
- Pursue opportunities to help offset fare costs for customers who do not qualify for agency-funded transportation, including pass or voucher subsidy programs.

Strategy: Expand access to taxi and other private transportation operators.

While taxi services and private transportation providers in the region are limited, for evenings and weekends and for same-day transportation needs, these services may be the best options for area residents; albeit one that is more costly to use. By subsidizing user costs, possibly through a voucher program, there can be expanded access to taxis and other private transportation services. This approach has been employed successfully in other rural areas of the country, particularly as a means to provide people with disabilities with more flexible transportation services.

Potential Funding Sources:

- New Freedom

Possible Projects:

- Implement voucher program to subsidize rides for taxi trips or trips provided by private operators.

Strategy: Implement new public transportation services or operate existing public transit services on a more frequent basis.

Public transit services in the PDC are noted in Section V. Expanded service frequency, hours of service, and area coverage can be considered to expand mobility options in the region, especially to work locations.

Potential Funding Sources:

- JARC
- Section 5310
- New Freedom
- Section 5307
- Section 5311 / Section 5311(f)

Possible Projects:

- Increase frequency of public transit services as possible.
- Convert demand-response services to fixed schedule or fixed route services as possible.

Strategy: Expand outreach and information on available transportation options in the region, including establishment of a centralized point of access.

In addition to expanding transportation options in the region, it is important that customers, as well as caseworkers, agency staff, and medical facility personnel that work with older adults, people with disabilities, and people with low incomes, are familiar with available transportation services. Efforts can include travel training programs to help individuals use public transit services, and outreach programs to ensure people helping others with their transportation issues are aware of mobility options in the region. In addition, the demand for transportation services to dialysis treatment facilities necessitates the need for a strong dialogue between transportation providers and dialysis locations so that treatment openings and available transportation are considered simultaneously.

Potential Funding Sources:

- New Freedom
- JARC

Possible Projects:

- Implement new or expand outreach programs that provide customers and human service agency staff with training and assistance in use of current transportation services.
- Implement mentor/advocate program to connect current riders with potential customers for training in use of services.

Strategy: Bring new funding partners to public transit/human service transportation.

The demand for public transit-human service transportation is growing daily. One of the key obstacles the industry faces is how to pay for additional service. This strategy would meet multiple unmet needs and issues by tackling non-traditional sources of funding. Hospitals, supermarkets, and retailers who want the business of the region's riders may be willing to pay for part of the cost of transporting those riders to their sites. This approach is applicable to both medical and retail establishments already served, as well as new businesses.

Potential Funding Sources:

- JARC

Possible Projects:

- Employer funding support programs, either directly for services and/or for local share.
- Employer sponsored transit pass programs that allow employees to ride at reduced rates.
- Partnerships with private industry, i.e. retailers and medical centers.
- Partnerships with private providers of transportation, i.e. intercity bus operators and taxi operators.

Strategy: Provide targeted shuttle services to access employment opportunities.

Limited transportation services to access employment opportunities could be addressed through the implementation of shuttle services designed around concentrated job centers. These concentrated job opportunities provide central employment destinations that could potentially be served via targeted shuttle services. Locating a critical mass of workers is the key for this strategy to be effective. This strategy may also provide a mechanism for employer partnerships.

Potential Funding Sources:

- JARC

Possible Projects:

- Operating assistance to fund specifically-defined, targeted shuttle services.
- Capital assistance to purchase vehicles to provide targeted shuttle services.
- Partnership arrangements with major employers.

IX. Plan Adoption Process

As noted in Section IV, participants from the Purcellville workshop discussed the MWCOG Plan and provided input on unmet transportation needs, potential strategies, and possible projects specific to the non-urbanized portion of PDC 8. Ultimately, these coordinated planning participants agreed upon the identified strategies detailed in this plan. At the second workshop, they provided a more formal endorsement through a Statement of Participation, which is included in Appendix G.

Additionally, each plan will become a section within the PDC's Regional Rural Long Range Plan (RLRP) which is required by the Virginia Department of Transportation (VDOT). The intent is a regional transportation plan in rural areas that complements those in the metropolitan areas of the State. The development and components of each RLRP will include public outreach and recommendation development, as well as public endorsement and regional adoption.

X. Ongoing and Future Arrangements for Plan Updates

In addition to developing this coordinated public transit-human services transportation plan that fulfills the FTA requirements, DRPT will be working with the region on an ongoing structure to serve as the foundation for future coordinated transportation planning efforts.

Similar to the process for development of the CHSM Plan, this structure will be determined through input with a diverse group of stakeholders that represent transportation, aging, disability, social service and other appropriate organizations in the region, including participants from the first two workshops. While formal responsibilities and organizational roles will be determined locally, it is anticipated this structure will:

- Lead updates of the *Coordinated Human Service Mobility Plan* for the non-urbanized area of PDC 8 based on local needs (but at the minimum FTA required cycle).
- Provide input and assist public transit and human service transportation providers in establishing priorities with regard to community transportation services.
- Review and discuss coordination strategies in the region and provide recommendations for possible improvements to help expand mobility options in the region.
- Provide input on applications for funding through the Section 5310, JARC, and New Freedom competitive selection process.

**Appendix A – National Capital Region Transportation Planning Board
Metropolitan Washington Council of Governments Coordinated
Human Services Transportation Plan**
(attached as PDF)

Appendix B – Final FTA Guidance on Coordinated Planning Requirements

The following excerpt is from the final guidance from the Federal Transit Administration (FTA) on the Elderly Individuals and Individuals with Disabilities (Section 5310), Job Access Reverse Commute (JARC – Section 5316) and New Freedom (Section 5317) programs. (Effective May 1, 2007)

Final Circulars: http://www.fta.dot.gov/laws/leg_reg_circulars_guidance.html

Final Register Notices: http://www.fta.dot.gov/laws/leg_reg_federal_register.html

COORDINATED PLANNING

1. THE COORDINATED PUBLIC TRANSIT-HUMAN SERVICES TRANSPORTATION PLAN. Federal transit law, as amended by SAFETEA-LU, requires that projects selected for funding under the Elderly Individuals and Individuals with Disabilities (Section 5310), Job Access and Reverse Commute (JARC), and New Freedom programs be “derived from a locally developed, coordinated public transit-human services transportation plan” and that the plan be “developed through a process that includes representatives of public, private, and non-profit transportation and human services providers and participation by members of the public.” The experiences gained from the efforts of the Federal Interagency Coordinating Council on Access and Mobility (CCAM), and specifically the United We Ride (UWR) Initiative, provide a useful starting point for the development and implementation of the local public transit-human services transportation plan required under the Section 5310, JARC and New Freedom Programs. Many States have established UWR plans that may form a foundation for a coordinated plan that includes the required elements outlined in this chapter and meets the requirements of 49 U.S.C. 5317.
2. DEVELOPMENT OF THE COORDINATED PUBLIC TRANSIT-HUMAN SERVICES TRANSPORTATION PLAN.
 - a. Overview. A locally developed, coordinated, public transit-human services transportation plan (“coordinated plan”) identifies the transportation needs of individuals with disabilities, older adults, and people with low incomes, provides strategies for meeting those local needs, and prioritizes transportation services for funding and implementation. Local plans may be developed on a local, regional, or statewide level. The decision as to the boundaries of the local planning areas should be made in consultation with the State, designated recipient and the metropolitan planning organization (MPO), where applicable. The agency leading the planning process is decided locally and does not have to be the designated recipient.

In urbanized areas where there are multiple designated recipients, there may be multiple plans and each designated recipient will be responsible for the competitive selection of projects in the designated recipient's area. A coordinated plan should maximize the programs' collective coverage by minimizing duplication of services. Further, a coordinated plan must be

developed through a process that includes representatives of public and private and non-profit transportation and human services transportation providers, and participation by members of the public. Members of the public should include representatives of the targeted population(s) including individuals with disabilities, older adults, and people with low incomes. While the plan is only required in communities seeking funding under one or more of the three specified FTA programs, a coordinated plan should also incorporate activities offered under other programs sponsored by Federal, State, and local agencies to greatly strengthen its impact.

b. Required Elements. Projects competitively selected for funding shall be derived from a coordinated plan that minimally includes the following elements at a level consistent with available resources and the complexity of the local institutional environment:

- (1) An assessment of available services that identifies current transportation providers (public, private, and non-profit);
- (2) An assessment of transportation needs for individuals with disabilities, older adults, and people with low incomes. This assessment can be based on the experiences and perceptions of the planning partners or on more sophisticated data collection efforts, and gaps in service (Note: If a community does not intend to seek funding for a particular program (Section 5310, JARC, or New Freedom), then the community is not required to include an assessment of the targeted population in its coordinated plan);
- (3) Strategies, activities and/or projects to address the identified gaps between current services and needs, as well as opportunities to improve efficiencies in service delivery; and
- (4) Priorities for implementation based on resources (from multiple program sources), time, and feasibility for implementing specific strategies and/or activities identified.

Note: FTA will consider plans developed before the issuance of final program circulars to be an acceptable basis for project selection for FY 2007 if they meet minimum criteria. Plans for FY 2007 should include 1) an assessment of available services; 2) an assessment of needs; and 3) strategies to address gaps for target populations; however, FTA recognizes that initial plans may be less complex in one or more of these elements than a plan developed after the local coordinated planning process is more mature. Addendums to existing plans to include these elements will also be sufficient for FY 2007. Plans must be developed in good faith in coordination with appropriate planning partners and with opportunities for public participation.

c. Local Flexibility in the Development of a Local Coordinated Public Transit-Human Services Transportation Plan. The decision for determining which agency has the lead for the development and coordination of the planning process should be made at the State, regional, and local levels. FTA recognizes the importance of local flexibility in developing plans for human service transportation. Therefore, the lead agency for the coordinated planning

process may be different from the agency that will serve as the designated recipient. Further, FTA recognizes that many communities have conducted assessments of transportation needs and resources regarding individuals with disabilities, older adults, and/or people with low incomes. FTA also recognizes that some communities have taken steps to develop a comprehensive, coordinated, human service transportation plan either independently or through United We Ride efforts. FTA supports communities building on existing assessments, plans and action items. As all new Federal requirements must be met, however, communities may need to modify their plans or processes as necessary to meet these requirements. FTA encourages communities to consider inclusion of new partners, new outreach strategies, and new activities related to the targeted programs and populations.

Plans will vary based upon the availability of resources and the existence of populations served under these programs. A rural community may develop its plans based on perceived needs emerging from the collaboration of the planning partners, whereas a large urbanized community may use existing data sources to conduct a more formal analysis to define service gaps and identify strategies for addressing the gaps.

This type of planning is also an eligible activity under three other FTA programs—the Metropolitan Planning (Section 5303), Statewide Planning (Section 5304), and Urbanized Area Formula (Section 5307) programs, all of which may be used to supplement the limited (10 percent) planning and administration funding under this program. Other resources may also be available from other entities to fund coordinated planning activities. All “planning” activities undertaken in urbanized areas, regardless of the funding source, must be included in the Unified Planning Work Program (UPWP) of the applicable MPO.

- d. Tools and Strategies for Developing a Coordinated Plan. States and communities may approach the development of a coordinated plan in different ways. The amount of available time, staff, funding, and other resources should be considered when deciding on specific approaches. The following is a list of potential strategies for consideration.
 - (1) Community planning session. A community may choose to conduct a local planning session with a diverse group of stakeholders in the community. This session would be intended to identify needs based on personal and professional experiences, identify strategies to address the needs, and set priorities based on time, resources, and feasibility for implementation. This process can be done in one meeting or over several sessions with the same group. It is often helpful to identify a facilitator to lead this process. Also, as a means to leverage limited resources and to ensure broad exposure, this could be conducted in cooperation or coordination with the applicable metropolitan or statewide planning process.
 - (2) Self-assessment tool. *The Framework for Action: Building the Fully Coordinated Transportation System*, developed by FTA and available at www.unitedweride.gov, helps stakeholders realize a shared perspective and build a roadmap for moving forward together. The self-assessment tool focuses on a series of core elements that are represented in categories

of simple diagnostic questions to help groups in States and communities assess their progress toward transportation coordination based on standards of excellence. There is also a *Facilitator's Guide* that offers detailed advice on how to choose an existing group or construct an ad hoc group. In addition, it describes how to develop elements of a plan, such as identifying the needs of targeted populations, assessing gaps and duplications in services, and developing strategies to meet needs and coordinate services.

- (3) Focus groups. A community could choose to conduct a series of focus groups within communities that provides opportunity for greater input from a greater number of representatives, including transportation agencies, human service providers, and passengers. This information can be used to inform the needs analysis in the community. Focus groups also create an opportunity to begin an ongoing dialogue with community representatives on key issues, strategies, and plans for implementation.
- (4) Survey. The community may choose to conduct a survey to evaluate the unmet transportation needs within a community and/or available resources. Surveys can be conducted through mail, e-mail, or in-person interviews. Survey design should consider sampling, data collection strategies, analysis, and projected return rates. Surveys should be designed taking accessibility considerations into account, including alternative formats, access to the internet, literacy levels, and limited English proficiency.
- (5) Detailed study and analysis. A community may decide to conduct a complex analysis using inventories, interviews, GIS mapping, and other types of research strategies. A decision to conduct this type of analysis should take into account the amount of time and funding resources available, and communities should consider leveraging State and MPO resources for these undertakings.

3. PARTICIPATION IN THE COORDINATED PUBLIC TRANSIT-HUMAN SERVICES TRANSPORTATION PLANNING PROCESS. Recipients shall certify that the coordinated plan was developed through a process that included representatives of public, private, and non-profit transportation and human services providers, and participation by members of the public. Note that the required participants include not only transportation providers but also providers of human services, and members of the public (e.g., individuals with disabilities, older adults, and individuals with low incomes) who can provide insights into local transportation needs. It is important that stakeholders be included in the development and implementation of the local coordinated public transit-human services transportation plan. A planning process in which stakeholders provide their opinions but have no assurance that those opinions will be considered in the outcome does not meet the requirement of 'participation.' Explicit consideration and response should be provided to public input received during the development of the coordinated plan. Stakeholders should have reasonable opportunities to be actively involved in the decision-making process at key decision points, including, but not limited to, development of the proposed coordinated plan document. The following possible strategies facilitate appropriate inclusion:

- a. Adequate Outreach to Allow for Participation. Outreach strategies and potential participants will vary from area to area. Potential outreach strategies could include notices or flyers in centers of community activity, newspaper or radio announcements, e-mail lists, website postings, and invitation letters to other government agencies, transportation providers, human services providers, and advocacy groups. Conveners should note that not all potential participants have access to the Internet and they should not rely exclusively on electronic communications. It is useful to allow many ways to participate, including in-person testimony, mail, e-mail, and teleconference. Any public meetings regarding the plan should be held in a location and time where accessible transportation services can be made available, and adequately advertised to the general public using techniques such as those listed above. Additionally, interpreters for individuals with hearing impairments and English as a second language and accessible formats (e.g., large print, Braille, electronic versions) should be provided as required by law.
- b. Participants in the Planning Process. Metropolitan and statewide planning under 49 U.S.C. 5303 and 5304 require consultation with an expansive list of stakeholders. There is significant overlap between the lists of stakeholders identified under those provisions (e.g., private providers of transportation, representatives of transit users, and representatives of individuals with disabilities) and the organizations that should be involved in preparation of the coordinated plan.

The projects selected for funding under the Section 5310 , JARC, and New Freedom Programs must be "derived from a locally developed, coordinated public transit-human services transportation plan" that was "developed through a process that includes representatives of public, private, and non-profit transportation and human services providers and participation by members of the public." The requirement for developing the local public transit-human services transportation plan is intended to improve services for people with disabilities, older adults, and individuals with low incomes. Therefore, individuals, groups and organizations representing these target populations should be invited to participate in the coordinated planning process. Consideration should be given to including groups and organizations such as the following in the coordinated planning process if present in the community:

(1) Transportation partners:

- (a) Area transportation planning agencies, including MPOs, Councils of Government (COGs), Rural Planning Organizations (RPOs), Regional Councils, Associations of Governments, State Departments of Transportation, and local governments;
- (b) Public transportation providers (including Americans with Disabilities Act (ADA) paratransit providers and agencies administering the projects funded under FTA urbanized and nonurbanized programs);
- (c) Private transportation providers, including private transportation brokers, taxi operators, van pool providers, school transportation operators, and intercity bus operators;
- (d) Non-profit transportation providers;

- (e) Past or current organizations funded under the JARC, Section 5310, and/or the New Freedom Programs; and
 - (f) Human service agencies funding, operating, and/or providing access to transportation services.
- (2) Passengers and advocates:
- (a) Existing and potential riders, including both general and targeted population passengers (individuals with disabilities, older adults, and people with low incomes);
 - (b) Protection and advocacy organizations;
 - (c) Representatives from independent living centers; and
 - (d) Advocacy organizations working on behalf of targeted populations.
- (3) Human service partners:
- (a) Agencies that administer health, employment, or other support programs for targeted populations. Examples of such agencies include but are not limited to Departments of Social/Human Services, Employment One-Stop Services; Vocational Rehabilitation, Workforce Investment Boards, Medicaid, Community Action Programs (CAP), Agency on Aging (AoA); Developmental Disability Council, Community Services Board;
 - (b) Non-profit human service provider organizations that serve the targeted populations;
 - (c) Job training and placement agencies;
 - (d) Housing agencies;
 - (e) Health care facilities; and
 - (f) Mental health agencies.
- (4) Other:
- (a) Security and emergency management agencies;
 - (b) Tribes and tribal representatives;
 - (c) Economic development organizations;
 - (d) Faith-based and community-based organizations;
 - (e) Representatives of the business community (e.g., employers);
 - (f) Appropriate local or State officials and elected officials;

(g) School districts; and

(h) Policy analysts or experts.

Note: Participation in the planning process will not bar providers (public or private) from bidding to provide services identified in the coordinated planning process. This planning process differs from the competitive selection process, and it differs from the development and issuance of a Request for Proposal (RFP) as described in the Common Grant Rule (49 CFR part 18).

- c. Levels of Participation. The suggested list of participants above does not limit participation by other groups, nor require participation by every group listed. Communities will have different types of participants depending on population and size of community, geographic location, and services provided at the local level. It is expected that planning participants will have an active role in the development, adoption, and implementation of the plan. Participation may remain low even though a good faith effort is made by the lead agency to involve passengers, representatives of public, private, and non-profit transportation and human services providers, and others. The lead agency convening the coordinated planning process should document the efforts it utilized, such as those suggested above, to solicit involvement.

In addition, Federal, State, regional, and local policy makers, providers, and advocates should consistently engage in outreach efforts that enhance the coordinated process, because it is important that all stakeholders identify the opportunities that are available in building a coordinated system. To increase participation at the local levels from human service partners, State Department of Transportation offices are encouraged to work with their partner agencies at the State level to provide information to their constituencies about the importance of partnering with human service transportation programs and the opportunities that are available through building a coordinated system.

- d. Adoption of a Plan. As a part of the local coordinated planning process, the lead agency in consultation with participants should identify the process for adoption of the plan. A strategy for adopting the plan could also be included in the designated recipient's Program Management Plan (PMP) further described in Chapter VII.

FTA will not formally review and approve plans. The designated recipient's grant application (see Appendix A) will document the plan from which each project listed is derived, including the lead agency, the date of adoption of the plan, or other appropriate identifying information. This may be done by citing the section of the plan or page references from which the project is derived.

4. RELATIONSHIP TO OTHER TRANSPORTATION PLANNING PROCESSES.

- a. Relationship Between the Coordinated Planning Process and the Metropolitan and Statewide Transportation Planning Processes. The coordinated plan can either be developed separately from the metropolitan and statewide transportation planning processes and then incorporated into the broader plans, or be developed as a part of the metropolitan and statewide transportation planning processes. If the coordinated plan is not prepared within the broader process, the lead agency for the coordinated plan should

ensure coordination and consistency between the coordinated planning process and metropolitan or statewide planning processes. For example, planning assumptions should not be inconsistent.

Projects identified in the coordinated planning process, and selected for FTA funding through the competitive selection process must be incorporated into both the Transportation Improvement Program (TIP) and Statewide Transportation Improvement Program (STIP) in urbanized areas with populations of 50,000 or more; and incorporated into the STIP for nonurbanized areas under 50,000 in population. In some areas, where the coordinated plan or competitive selection is not completed in a timeframe that coincides with the development of the TIP/STIP, the TIP/STIP amendment processes will need to be utilized to include competitively selected projects in the TIP/STIP before FTA grant award.

The lead agency developing the coordinated plan should communicate with the relevant MPOs or State planning agencies at an early stage in plan development. States with coordination programs may wish to incorporate the needs and strategies identified in local coordinated plans into statewide coordination plans.

Depending upon the structure established by local decision-makers, the coordinated planning process may or may not become an integral part of the metropolitan or statewide transportation planning processes. State and local officials should consider the fundamental differences in scope, time horizon, and level of detail between the coordinated planning process and the metropolitan and statewide transportation planning processes. However, there are important areas of overlap between the planning processes, as well. Areas of overlap represent opportunities for sharing and leveraging resources between the planning processes for such activities as: (1) needs assessments based on the distribution of targeted populations and locations of employment centers, employment-related activities, community services and activities, medical centers, housing and other destinations; (2) inventories of transportation providers/resources, levels of utilization, duplication of service and unused capacity; (3) gap analysis; (4) any eligibility restrictions; and (5) opportunities for increased coordination of transportation services. Local communities may choose the method for developing plans that best fits their needs and circumstances.

- b. Relationship Between the Requirement for Public Participation in the Coordinated Plan and the Requirement for Public Participation in Metropolitan and Statewide Transportation Planning. SAFETEA-LU strengthened the public participation requirements for metropolitan and statewide transportation planning. Title 49 U.S.C. 5303(i)(5) and 5304(f)(3), as amended by SAFETEA-LU, require MPOs and States to engage the public and stakeholder groups in preparing transportation plans, TIPs, and STIPs. "Interested parties" include, among others, affected public agencies, private providers of transportation, representatives of users of public transportation, and representatives of individuals with disabilities.

MPOs and/or States may work with the lead agency developing the coordinated plan to coordinate schedules, agendas, and strategies of the

coordinated planning process with metropolitan and statewide planning in order to minimize additional costs and avoid duplication of efforts. MPOs and States must still provide opportunities for participation when planning for transportation related activities beyond the coordinated public transit-human services transportation plan.

- c. Cycle and Duration of the Coordinated Plan. At a minimum, the coordinated plan should follow the update cycles for metropolitan transportation plans (i.e., four years in air quality nonattainment and maintenance areas and five years in air quality attainment areas). However, communities and States may update the coordinated plan to align with the competitive selection process based on needs identified at the local levels. States, MPOs, designated recipients, and public agencies that administer or operate major modes of transportation should set up a cycle that is conducive to and coordinated with the metropolitan and statewide planning processes, to ensure that selected projects are included in the TIP and STIP, to receive funds in a timely manner.
- d. Role of Transportation Providers that Receive FTA Funding Under the Urbanized and Other Than Urbanized Formula Programs in the Coordinated Planning Process. Recipients of Section 5307 and Section 5311 assistance are the “public transit” in the public transit-human services transportation plan and their participation is assumed and expected. Further, 49 U.S.C. 5307(c)(5) requires that, “Each recipient of a grant shall ensure that the proposed program of projects (POP) provides for the coordination of public transportation services ... with transportation services assisted from other United States Government sources.” In addition, 49 U.S.C. 5311(b)(2)(C)(ii) requires the Secretary of the DOT to determine that a State's Section 5311 projects “provide the maximum feasible coordination of public transportation service ... with transportation service assisted by other Federal sources.” Finally, under the Section 5311 program, States are required to expend 15 percent of the amount available to support intercity bus service. FTA expects the coordinated planning process in rural areas to take into account human service needs that require intercity transportation.

Appendix C – Mobility Management – Eligible Activities and Potential Projects

Supporting new mobility management and coordination programs among public transportation providers and other human service agencies providing transportation is an eligible project through the Federal Transit Administration's (FTA) Section 5317 (New Freedom) and Section 5316 (Job Access and Reverse Commute – JARC) Programs. Mobility management is considered an eligible capital cost. Therefore, the federal share of eligible project costs is 80 percent (as opposed to 50 percent for operating projects).

The following excerpt on mobility management activities is included in the FTA guidance for the New Freedom and JARC Programs:

- (1) Supporting new mobility management and coordination programs among public transportation providers and other human service agencies providing transportation. Mobility management is an eligible capital cost. Mobility management techniques may enhance transportation access for populations beyond those served by one agency or organization within a community. For example, a non-profit agency could receive New Freedom funding to support the administrative costs of sharing services it provides to its own clientele with other individuals with disabilities and coordinate usage of vehicles with other non-profits, but not the operating costs of the service. Mobility management is intended to build coordination among existing public transportation providers and other transportation service providers with the result of expanding the availability of service. Mobility management activities may include:
 - (a) The promotion, enhancement, and facilitation of access to transportation services, including the integration and coordination of services for individuals with disabilities, older adults, and low-income individuals;
 - (b) Support for short term management activities to plan and implement coordinated services;
 - (c) The support of State and local coordination policy bodies and councils;

- (d) The operation of transportation brokerages to coordinate providers, funding agencies and customers;
- (e) The provision of coordination services, including employer-oriented Transportation Management Organizations' and Human Service Organizations' customer-oriented travel navigator systems and neighborhood travel coordination activities such as coordinating individualized travel training and trip planning activities for customers;
- (f) The development and operation of one-stop transportation traveler call centers to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs; and
- (g) Operational planning for the acquisition of intelligent transportation technologies to help plan and operate coordinated systems inclusive of Geographic Information Systems (GIS) mapping, Global Positioning System Technology, coordinated vehicle scheduling, dispatching and monitoring technologies as well as technologies to track costs and billing in a coordinated system and single smart customer payment systems (acquisition of technology is also eligible as a stand alone capital expense).

A Mobility Manager can be the centerpiece of an effort to coordinate existing services to maximize efficiency and effectiveness. This entity can be designed to:

- Plan and identify needs and solutions, with an emphasis on work, school and training trips.
- Continue to seek greater efficiencies and reduce duplication through coordination.
- Coordinate and seek public and private funding – including New Freedom, JARC, and sponsorships.
- Coordinate human service transportation with workforce boards, social service agencies, etc.
- Conduct marketing efforts, developing schedules and how to ride guides.
- Serve as One Stop Information Center.
- Function as a rideshare coordinator.
- Develop a mentoring function.

Appendix D – Potential Non-DOT Federal Program Guide

Source – United We Ride website

http://www.unitedweride.gov/1_691_ENG_HTML.htm

U.S. Department of Agriculture

- [Food and Nutrition Service](#)

U.S. Department of Education

- [Office of Elementary and Secondary Education](#)
- [Office of Innovation and Improvement](#)
- [Office of Special Education and Rehabilitative Services](#)

U.S. Department of the Interior

- [Bureau of Indian Affairs](#)

U.S. Department of Health and Human Services

- [Health Resources and Services Administration](#)
- [Centers for Medicare and Medicaid Services](#)
- [Administration on Aging](#)
- [Substance Abuse and Mental Health Services](#)
- [Administration for Children and Families](#)

U.S. Department of Housing and Urban Development

U.S. Department of Labor

- [Employment Standards Administration](#)
- [Veterans' Employment and Training Service](#)
- [Employment and Training Administration](#)

U.S. Department of Veterans Affairs

- [Veterans Benefits Administration](#)
- [Veterans Health Administration](#)

Note: The individual links above may be accessed at the United We Ride Website:
http://www.unitedweride.gov/1_691_ENG_HTML.htm

Appendix E – Workshop Attendees

1st Workshop – PDC 8, Purcellville, October 23, 2007

Name	Organization	Phone	E-mail
Wendy Klancher	Metropolitan Washington Council of Governments	202-962-3321	wklancher@mwkog.org
Karen Smith	The Arc of Greater Prince William	703-670-4800	ksmith@arcgpcw.org
Willie Mathis	The Arc of Greater Prince William	703-670-4800	wmathis@arcgpcw.org
Peggy Willis	American Red Cross	703-777-7171	Willisp@usa.redcross.org
Howard Willis	American Red Cross	703-777-7171	Willish@usa.redcross.org
Bill Haney	ECHO	703-779-2112	whaney@yahoo.com
Sarah Utterback	Virginia Regional Transit	540-338-1610	sarah@vatransit.org
Kara Earl	Loudoun County Family Services	703-771-5878	Kara.earl@loudoun.gov
Kathy Finniff	VA Regional Transit	540-338-1610	Kathy@vatransit.org
Janet Hill	DRPT	804-462-7066	Jwhill414@aol.com

2nd Workshop – PDC 8, Purcellville, May 21, 2008

Name	Organization	County/PDC	Phone	E-mail
Willie Mathis	The Arc of Greater Prince William	Prince William	703-670-4800	wmathis@arcgpcw.org
Nhat Nguyen	Fairfax-Falls Church CSB	Fairfax County	703-324-3303	nhat.nguyen@fairfaxcounty.gov
Kathy Finniff	VA Regional Transit	Loudoun	703-727-5661	vrtacfo@aol.com
Bill Haney	ECHO	Loudoun	703-779-2112	whaney@yahoo.com
Raymond Beverage	Prince William Commission on Aging	Prince William	703-402-8791	rmbeverage@verizon.net
Barbara Bush	Community Residences	Arlington/Prince William/Fairfax	703-842-2351	bbush@comres.org dmanning@comres.org

Appendix F – VRTA FY2007 JARC Transportation Plan
(attached as PDF)

Appendix G – Statement of Participation

Requested Action

In order to meet the spirit and intent of the SAFETEA-LU legislation and the *Final FTA Guidance on Coordinated Planning Requirements*, workshop participants representing the 21 PDCs are requested to affirm that they have been involved in the coordinated planning process for their region and endorse the output of that involvement, as captured by their local CHSM Plan.

Statement of Participation

As a participant and/or stakeholder in the coordinated planning process in the Commonwealth of Virginia for human service and public transportation, I have been invited to participate and provide input into the CHSM Plan for my region. I acknowledge that this CHSM Plan is a legitimate representation of my region's needs, gaps, strategies, and potential projects that will support future funding applications under the Section 5310, S. 5316, and S. 5317 Programs.

Participating Agency (Please sign your Agency Name only)

- The ARC of Greater Prince William, Inc.
- Community Residences
- Fairfax-Falls Church Community Services Board
- Virginia Regional Transit
- Every Citizen Has Opportunities, Inc. (ECHO)
- Prince William Commission on Aging

